

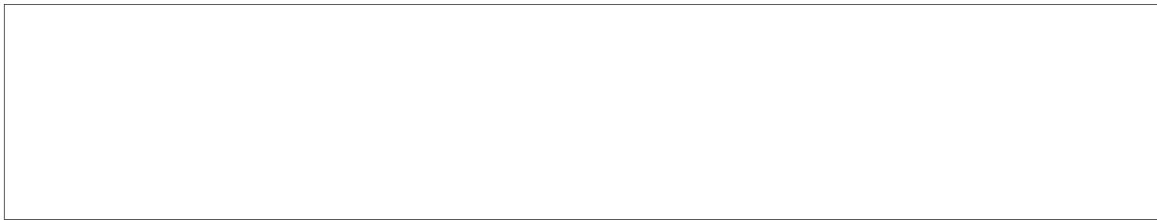
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RETURN TO *(weekly)*
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

24 June 1954

Chief, Records Management Division

Weekly Report - Week ending 23 June 1954



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2. Preliminary reports on two branches of the Division being surveyed jointly with the Inspection and Review Staff, DD/P, have been submitted. The Inspection and Review Staff indicates tentative completion date for this project by 20 July 1954.

3. The Office of Training has begun to transfer some of its inactive records to the Records Center. This is the first activity in the records management field by that office since July 1952. This is attributable to the recent appointment of a member of the Records Management staff as Area Records Officer for the Office of Training.



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Report for Week Ending 23 June 54 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project is approximately 75% complete.

The development of a vital materials deposit schedule is still needed to complete this project. A meeting was held this past week with the Area Records Officer, [redacted] and he agreed to the partial schedule prepared by this office, but requested additional time to complete it. He feels that about three weeks will be needed to complete a survey of vital materials for the Program Coordination Division which will originate most of the material for the Medical Office.

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Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 86% complete.

At the present time the analysts are identifying and describing the records for a disposition control schedule. To date 41 items for a total of 605 feet have been identified and described in draft form. The writing of the control schedule is about 60% complete. 20 feet of records were destroyed during the past week.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 86% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records -
HB 40-150

No change from previous report. Project is approximately 97% complete.

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Project 4-83 - Vital Materials Deposit Schedule for All Offices

See Project #76 regarding the vital materials deposit schedule for the Medical Office.

The Area Records Officer for the Office of Communications has prepared a draft of a vital materials procedure which she is now ready to submit to the executive officer.

A schedule of vital materials deposits has been established for the Office of the DD/A including the Management Staff.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. This project is approximately 43% complete.

Microfilming of the Vehicle Record Cards and Deeds of Trust, records of the Logistics Office, Highway Branch, was started and completed this week in accordance with the established schedule.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 5% complete.

General Information

The Area Records Officer for OIC reports that the dissolution of that office is now imminent, and that the vital materials deposits will be transferred to the offices who will be responsible for the related functions. It was agreed that written instructions would be forwarded to this office regarding disposition to be made of the vital materials when the transfer is made effective.

The Transportation Division/Logistics Office requested assistance from this office in connection with a filing problem. They are currently using nonstandard folders but have agreed to change to standard folders in establishing new files now being set up. If this proves to be satisfactory it is anticipated that they will change to the standard folders in other files of the division. A records analyst is assisting in setting up the new file.

Following a telephone request from the Medical Office for approval to purchase fifth cut folders for a special file being established, a meeting was held with [] who is responsible for the new file. Following an explanation of the problem [] agreed to the use of standard folders, and requested that sufficient

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quantity be supplied within the next few days to establish the file. Special arrangements have been made to forward 3000 folders immediately.

Another complaint was received this week from an FI Division regarding their inability to obtain standard folders which they had agreed to use after some discussion. Special arrangements were made to get 300 folders for their immediate use, and an investigation was made to determine the cause of the problem. The difficulty continues to be the excessive delay experienced in obtaining stock items from [redacted] Present experience indicates that approximately three weeks transpires after an article is requested until it is delivered.

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Report for Week Ending 23 June 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No action this week. Project 40% complete.

Project 4-86 - Forms Index

Coordination copies scheduled for delivery from printers in two weeks. Project 72% complete.

Project 4-95 - Forms Management Handbook

No action this week. Project 2 $\frac{1}{2}$ % complete.

Project 4-103 - Preparation of Final Type Forms Copy By
Forms Management Branch

No action this week. Project 10% complete.

OO Information Report

No action this week.

Fire Drill

The CIA Safety Officer proposed scheduling a fire drill in the near future to coincide with one to be given in Curie Hall. As Building Evacuation Officer I did not agree to the proposal inasmuch as a fire plan has not yet been prepared, and because the south wing of the first floor has not yet been occupied. A drill will be scheduled sometime later in the summer.

Study of Stocked Forms Supply System

25X1 [redacted] of the O & M Staff discussed with me several
times the difficulties the Agency encountered in obtaining
25X1 [redacted] and on 17 June
25X1 advised that [redacted] the Management Officer for the
DD/A area interposed no objection to negotiations being
conducted by this office with the [redacted] to
overcome these supply difficulties. This matter has been
previously reported in February and March.

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[redacted] of the Logistics Office on 21 June to consider alleged difficulties in sanitizing forms for overseas usage. Report last week indicated [redacted] had exaggerated the problem somewhat. Investigation now reveals no problem exists inasmuch as branch project number 14 on sterile forms which was completed last December established policies and procedures which eliminated all difficulties. Logistics trouble has stemmed from forms printed prior to establishment of this policy.

Preparation of Vue Graph and 35mm Slides for Training Use

Corrected slides have been received from P&RD/LO and are satisfactory. These slides are now ready for presentation to Area Records Officers and other interested Agency officials to orient them in forms management.

General Activities

Several employee suggestions were reviewed and evaluated, and job descriptions for branch personnel have been prepared.

Summary of Individual Forms Actions

	<u>No of Requisitions</u>	<u>No of Copies</u>
New	---	----
Revisions	2	10,350
Reprints	6	22,300
Other Forms	2	16,000
Total	<u>10</u>	<u>48,650</u>

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Report for Week Ending 23 June 54 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

No change from previous report.

Project 4-78 - Records Management Survey, Office of General
Counsel

No change from previous report. 49%

Project 4-79 - Records Management Survey, Foreign Broadcast
Information Division

Report on this project will be made by the Records Systems
Branch.

Project 4-97 - Records Disposition Handbook

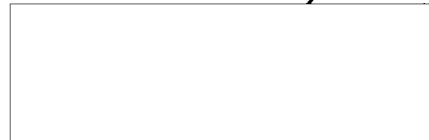
No change from previous report. 25%

Project 4-113 - Records Management Survey, Foreign Documents
Division

No change from previous report. Awaiting reply to schedule
submitted to the National Archives. 93%

Project 4-116 - Records Management Survey, Security Office

169 describable items covering an estimated 3615 linear feet
of records have been listed. Project is approximately 80%
complete.



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Report For Week Ending 22 June 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were received:

Logistics	33 cubic feet
ORR	10 " "
OSI	4 " "
OTR	<u>2</u> " "
Total	49 cubic feet

Total accessions to date - 175

Reference

25X1 [redacted] (relayed to the Records Center by LD/CD)
for 30 copies of a FDD-U Report is pending. Since this report is
134 pages in length the request has been referred to FDD. This
matter will be discussed in a staff meeting by FDD to determine
whether or not a re-run of this report should be made by Reproduction.

Disposal

Disposed of 170 cubic feet of distribution material and 56 cubic
feet of record material.

General

Two cubic feet of inactive records have been received from the
Office of Training. This is the first activity from that office
since July, 1952; and is an indication that the new Area Records
Officer has started an active Records Management program for the
office.

25X1 Met with [redacted] Emergency Planning Officer, and discussed
with him the feasibility of constructing nitrate film vaults [redacted] 25X1
It was his opinion that such vaults should not be placed at this
installation.

25X1 A recent letter of access for a member of ORR was held up for a
week in the State Department. Reason for this delay was the fact
that [redacted] no longer had authority to sign such letters and no
other person had been designated. However, the letter finally was
25X1 released with the signature of a [redacted] It is this writer's
25X1 understanding that access letters may now be signed by a [redacted] 25X1

[redacted]

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Report for Week Ending 23 June 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office (Reports and Correspondence Management)

No change from previous report. *50% Correc.*
50% White

Project 4-94 - Office of the Comptroller Reports Management Program


No change from previous report. *23%*

Project 4-98 - Correspondence Handbook

Redrafting and typing of revised copy for presentation to Regulations Control Staff is continuing. Project is 88% complete.

General Information

- a. Nine pattern letters of the Office of Personnel were analyzed and streamlined. By reorganizing the material, pruning out excess verbiage, and including repetitive information into a single flier, seven letters were reduced from two pages to one and an overall reduction in content of 45% was achieved. In addition, the suggested flier provides a map to guide new employees to Curie Hall. Our recommendations will be presented to the Correspondence Branch, Office of Personnel, today.
- b. Final copy preparation of the prospectus "An Introduction to Reports Management" is in process by Printing and Reproduction Division. Delivery of printed copies by 1 July was requested.
- c. Procurement of a single stamp (in lieu of three) for the automatic downgrading of correspondence was recommended to the Procurement Division, LO.
- d. Evaluation of the employee suggestion on the procurement of better quality sterile paper and typewriter erasers is 75% complete. Our findings regarding sterile paper will constitute a basis for the proposed study on the procurement and use of sterile paper exclusively.


✓ Chief, Reports & Correspondence
Management Branch

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